

**MURRAY CITY
MISCELLANEOUS PLAN SUBMITTAL REQUIREMENTS**

Permit Application No. _____

Name of Applicant _____
 Building Address _____ Phone No. _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items has been checked by you, sign the bottom of the form and have the Permit Specialist verify that all needed information is included. Submit this form with your application, plan review deposit, and two (2) sets of plans for Building Department review. NOTE: APPLICATIONS FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

***COMMUNITY DEVELOPMENT APPROVAL**

___ Approval signature from Planning and Zoning

***PROJECT COMPLETION DEPOSIT** (refunded after final inspection approval)

___ Project completion deposit of \$500.00 for on-premise signs and swimming pools
 ___ Project completion deposit of \$1,000.00 for off-premise signs (billboards)
 ___ N/A for buffer walls, roof conversion, patio, deck or carport

***THE BUILDING PERMIT APPLICATION**

___ Date of application
 ___ Proposed use
 ___ Project address
 ___ Owner of property, phone number, and address
 ___ Contractor's name, phone number, address, and contractor's state license number for general, electrical, plumbing, and mechanical contractors as apply to job - attach copy of license
 ___ Type of improvement/kind of construction
 ___ Estimate of valuation for project (except for patios, deck, and carport)
 ___ Signature of owner, contractor, or authorized agent

ON-PREMISE AND OFF-PREMISE POLE SIGNS

* ___ Site plan showing sign location, property frontage, and sign setbacks from property lines and sidewalks
 ___ Sign dimensions including distance from grade
 * ___ Stamped, signed, and dated structural engineer's calculations for large billboard type signs (designed for 90 mph, exposure B, and maximum lateral soil bearing of 150 psf)
 ___ Footing dimensions and reinforcement
 ___ Column dimensions and material
 ___ Full soils report for signs designed with a lateral soil bearing pressure value greater than 150 psf

***ATTACHED SIGNS**

___ Site plan showing location on building
 * ___ Sign(s) dimensions
 ___ Electrical requirements and connections
 ___ Size and type of attachments for sign to building
 ___ Type of surface to which sign will be attached

***BUFFER WALLS**

- ___ Site plan
- ___ Wall height, material, reinforcement, and footing

***ROOF CONVERSION**

- ___ Location and description of existing bearing
- ___ Truss details and layout for trussed system; or
- ___ Complete framing details
 - ___ Rafter size, spacing, and blocking
 - ___ Purlins and struts
 - ___ Grade and species of lumber
 - ___ Size and material of all new beams, headers, and columns
- ___ Roof sheathing
- ___ Roofing material
- ___ Attic access
- ___ Attic ventilation

***PATIO COVER, DECK, OR CARPORT**

- ___ Site plan showing existing structures on property, location and size of new cover, deck, or carport, and distances from property lines and other structures to new construction
- ___ Dimensioned plan
- ___ Footings size and depth
- ___ Framing details with grade and species of lumber
 - ___ Rafter size, spacing, and spans
 - ___ Joist size, spacing, and spans with decking material
 - ___ Size and material of all beams, headers, and columns
- ___ Roof sheathing and roofing material
- ___ Stair and guardrail details (for decks)
- * ___ Detached carports require stamped engineering calculations

***SWIMMING POOL**

- ___ Site plan showing location of pool in relation to existing structures and property lines
- ___ Dimensions of pool
- ___ Details of reinforcement
- ___ Electrical plan
- ___ Indication of 6-foot fence with self-closing gate
- ___ Energy conservation requirements indicated
 - ___ Pool heater shall have On-Off switch
 - ___ Heated pools shall have cover provided
 - ___ Time clock is required for pump operation

My signature below indicates that I have carefully reviewed the submitted plans and verified that all of the items above have been included. **I understand that failure to provide any needed information at this time will delay the processing of my permit.**

* _____
Applicant's Signature Date

* _____
Building Inspection Division Date
Acceptance

IF YOU NEED ASSISTANCE FROM A BUILDING INSPECTOR, PLEASE MAKE AN APPOINTMENT SO WE CAN SPEND SOME TIME WITH YOU TO ANSWER GENERAL QUESTIONS.